

Approved For Release 2001/03/03 : CIA-RDP78-06205A000200010006-1

~~SECRET~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 October 1961

FROM : Chief, Management Training Faculty

SUBJECT: Weekly Activity Report #35
4 October - 10 October

SUPERVISION #65

B 1. Supervision #65, which had eleven members, finished on 6 October 1961. Several new tactics were tried and will probably be continued. These included a session on the identifying and handling of problem personnel, not as a procedural thing, but from the viewpoint of the line supervisor whose basic problem is to utilize fully the people he has. Another was the handling of the work methods session by suggesting a mythical research section which had suffered the loss of an analyst and canceling of the slot requiring a redistribution of the work using the tools of work simplification. Finally, there was a buzz group session at the end as to what the class got out of the course. The pleasing thing here was the impression left with the group that supervision and management are the same thing. They decided that the supervisor should not be content with doing what he is told to do and on time, but also manage, in the sense of planning, taking positive steps to improve his section as a team and as a productive work unit. ✓

SENIOR MANAGEMENT SEMINAR

B 2. The rate of cancellations for the Seminar has been higher than expected. Eleven of those scheduled to attend have withdrawn; however, each has been replaced. In the process, the number of supergrade nominees has dropped from 16 to 11. Twenty-two GS-15's will attend. Cases and reading materials received from Harvard have been placed in notebooks and sent [REDACTED]. Badges will be hand-delivered to each nominee this week, along with further administrative notes concerning the Seminar. [REDACTED] will spend Friday [REDACTED] checking final arrangements there. ✓

25X1A2g
25X1A9a
25X1A2g

25X1A2g

REUNION OF [REDACTED]

3. All available [REDACTED] have been heard from and 19 of them plan to attend the reunion with [REDACTED] on 21-22 October. 25X1A9a

25X1A2g

~~SECRET~~

Approved For Release 2001/03/03 : CIA-RDP78-06205A000200010006-1

SECRET

-2-

IN-BASKET

4. Arrangements have been made for permanent storage of In-Baskets completed in the Management courses. These In-Baskets may be returned either for research or to serve as training aids in the Mid-Career Development Program.

CONSULTING SERVICES

5. At the request of C/AB/A&E, [REDACTED] provided a "feed-back" (career counseling) session for a problem employee in RID. [REDACTED] also provided consultation to A&E on a problem of identifying political leadership characteristics and techniques in an underdeveloped country. Dr. Margaret Lord, a psychologist in the Agency for International Development, requested assistance in the preparation of assessment and training materials. C/A&E was informed of this request and will take any subsequent action involved in meeting this request.

25X1A9a

25X1A9a

MID-CAREER TRAINING PLAN

6. [REDACTED] visited MTF this week to determine our scheduling picture in relation to the proposed Mid-Career course. It will be possible for us to accommodate our proposed schedule to include provision for either a two week half-day session on management or a one week full-time session. However, the schedule will be submitted without provision for Mid-Career requirements and the adjustment will be made in the March, April, May period by pushing together the separate courses for GS-11 - 12 in Supervision and the course for GS-11 - 13 in Management, should the need arise. The question of two week half-time or one week full-time was left open for settlement later.

25X1A9a

for

25X1A9a

SECRET